Alignment of ASVAB Subject Descriptions and the WIN Courseware

ASVAB	WORKKEYS SKILLS
Armed Services Vocational Aptitude Battery - Subject and Test	**APPLIED MATHEMATICS**
	Level 3
Arithmetic Knowledge (AR)	Perform single-step basic operations (addition, subtraction, multiplication, and division) using whole numbers
Measures ability to solve arithmetic problems.	Change a number from one form to another, using whole numbers, fractions, decimals, and percentages
	Add and subtract negative numbers as well as positive numbers
Mathematics Knowledge (MK)	Level 4
Measures knowledge of general mathematics prin including algebra and geometry.	Perform one or two mathematical operations, such as addition, subtraction, or multiplication on several positive
	Add commonly known fractions, decimals, or percentages (e.g., 1/2, .75, 25%) and three fractions that share a
Numerical Operations (NO)	Calculate averages, simple ratios, proportions, and rates using whole numbers and decimals
Measures ability to perform arithmetic computatio speeded context.	Level 5
	Perform single-step conversions within and between English and non-English systems of measurement
	Calculate perimeters and areas of basic shapes
	Calculate percentage discounts and mark-ups
	Compute the" best-deal" using one- and two-step calculations and then comparing costs
	Level 6
	Calculate using negative numbers, fractions, ratios, percentages, and mixed numbers
	Calculate multiple rates and then compare the rates or use them to perform other calculations
	Find basic areas and volumes of rectangular solids
	Calculate the "best deal" using the result in another problem
	Identify and correct errors in calculations
	Level 7
	Solve problems involving more than one unknown
	Calculate the percentage of change
	Calculate multiple areas and volumes of spheres, cylinders, and cones
	Set up and manipulate complex ratios and proportions
	Determine the best economic value of several alternatives
	Find mistakes in multiple-step calculations
Armed Services Vocational Aptitude Battery - Subject and Test	**APPLIED TECHNOLOGY**
	Level 3
General Science (GS)	Understand the operation of tools, machine components, and uncomplicated systems, such as piping systems, equipment found in the home, school, or workplace
Measures knowledge of the physical and biologica sciences.	Apply elementary principles underlying the operation of physical systems, such as the workings of plumbing cor electrical circuits
	Level 4
Auto & Shop Information (AS)	Understand the operation of moderately complex tools, machines, and systems, such as appliances, pulley-driv that carry more than one fluid
Measures ability of automobiles, tools, and shop terminology and practices.	Apply elementary principles underlying the operation of physical systems, such as a block and tackle or cooling
	Level 5
Mechanical Comprehension (MC)	Apply physical principles to machines which have several components, perform complex operations, and somet
Measures knowledge of mechanical and physical principles and ability to visualize how illustrat work.	Understand complex machines and systems, such as the operation of gasoline engines, complex appliances, or
	Level 6
Electronics Information (EI)	Apply principles that affect certain properties of a system such as phase change or pressure equilibrium
Measures knowledge of electricity, radio principles electronics.	Troubleshoot complex systems in which a variety of mechanical, electrical, thermal, or flow faults are potential s

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Armed Services Vocational Aptitude Battery - Subject and Test	LISTENING
	Level 1
	Based on a spoken communication, write down a small amount of useful information
	Level 2
	Give a fair amount of useful information by correctly writing down the basic ideas of a spoken message
	Level 3
	Listen to a spoken communication and record messages that are basically correct
	Level 4
	Accurately convey the central idea of a spoken message
	Correctly record all the important information and the relationships among pieces of information
	Level 5
	Correctly record all the important information and the relationships among pieces of information from a spoken r
	Use supportive details to convey insight into the particular situation the message involves

Armed Services Vocational Aptitude Battery - Subject and Test	LOCATING INFORMATION
	Level 3
Coding Speed (CS)	Find one or two pieces of information in these types of elementary workplace graphics: simple order forms, bar ç plans
Measures ability to use a key in assigning code numbers to words in a speeded context.	Fill in one or two pieces of information that is missing from these types of elementary graphics
	Level 4
	Find several pieces of information in these types of workplace graphics: basic order forms, line graphs, tables, in and diagrams
	Summarize and/or compare information and trends in a single graphic
	Summarize and/or compare information and trends among more than one workplace graphic, such as a charge related information; in order to accomplish this, the examinee must determine
	Level 5
	Summarize and/or compare information and trends in a single complicated workplace graphic such as: detailed gauge, and diagram
	Summarize and/or compare information and trends among more than one workplace graphic, such as a bar cha information; in order to accomplish this, the examinee must sort through dis
	Level 6
	Given a large amount of information in challenging presentations that include very detailed graphs, charts, table conclusions from the information presented in these types of graphics
	Apply information from these types of graphics to specific situations
	Make decisions and/or predictions requiring judgments based on the information presented in these types of gra examinee must analyze the data within the graphics

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Armed Services Vocational Aptitude Battery - Subject and Test	OBSERVATION
	Level 3
	Pay attention
	Watch and listen to a strongly cued demonstration or set of instructions
Coding Speed (CS)	Remember a few strongly reinforced details of a process or procedure
Measures ability to use a key in assigning code numbers to words in a speeded context.	**Level 4**
	Sustain focused attention on the demonstrated instructions, process, or procedure
	Select and attend to important details
	Remember a few important, moderately reinforced details about the demonstrated process or procedure
	Level 5
	Focus attention on and remember several important aspects of the information presented
	Ignore irrelevant background information through selective attention to important details
	Maintain attention to detail
	Remember several important details about unfamiliar material
	Level 6
	Notice and remember several details that are relevant to the process or procedure being shown
	Take in and recall incoming sensory information so it can be used to make predictions, comparisons, or evaluati
	Visualize how a detail or task fits into the entire process or procedure demonstrated
	Interpret if-then and cause-effect relationships

Armed Services Vocational Aptitude Battery - Subject and Test	READING FOR INFORMATION
	Level 3
	Identify uncomplicated key concepts and simple details
Word Knowledge (WK)	recognize the proper placement of a step in a sequence of events, or the proper time to perform a task
Measures ability to select the correct meaning of presented in context and to identify the best for a given word.	Identify the meaning of a word that is defined within the passage
	Identify the meaning of a simple word that is not defined within the passage
	Recognize the application of instructions given the passage to situations that are also described in the passage
	Level 4
	Identify important details that are less obvious than those in Level 3
	Recognize the application of more complex instructions, some of which involve several steps, to describe situati
	Recognize cause-effect relationships
	Determine the meaning of words that are not defined in the reading material
	Level 5
	Identify the paraphrased definition of a technical term or jargon that is defined in the passage
	Recognize the application of technical terms or jargon to stated situations
	Recognize the definition of an acronym that is defined in the passage
	Identify the appropriate definition of a word with multiple meanings
	Recognize the application of instructions from the passage to new situations that are similar to those described
	Recognize the application of more complex instructions to described situations, including conditionals and proc
	Level 6
	Generalize beyond the stated situation and recognize implied details and the probable rationale behind policies
	Recognize the application of jargon or technical terms to new situations
	Recognize the application of complex instructions to new situations
	Recognize, from context, the less common meaning of a word with multiple meanings
	Generalize from the passage to situations not described in the passage
	Identify implied details
	Explain the rationale behind a procedure, policy, or communication
	Generalize from the passage to a somewhat similar situation
	Level 7
	Recognize the definitions of difficult, uncommon jargon or technical terms, based on the context of the reading
	Figure out the general principles underlying described situations and apply them to situations neither described the passage.

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Armed Services Vocational Aptitude Battery - Subject and Test	TEAMWORK
	Level 3
	Identify team goals and ways to work with other team members to accomplish team goals
	Recognize that a team is having problems finishing a task and identify the cause of those problems
	Choose actions that support the ideas of other team members in a positive way to accomplish team goals
	Recognize the need for trust and dependability in a team environment
	Level 4
	Identify the organization of tasks and the time schedule that would help accomplish team goals efficiently, creati
	Select approaches that accept direction from other team members in order to accomplish tasks and to build and
	Identify behaviors that show appreciation for the personal and professional qualities of other team members and
	Recognize the need for commitment to quality and customer sensitivity while pursuing the team goal
	Level 5
	Identify courses of action that give direction effectively to other team members
	Determine the best use of team talents to accomplish those goals
	Choose approaches that encourage and support the efforts of other team members to further team relationships
	Consider the possible effect of, and evaluate the results of, alternative behaviors on both team relationships and
	Level 6
	Identify the focus of team activity and select a new focus if that would help the team meet its goals more effectiv
	Select approaches that show the willingness to give and take direction as needed to further team goals (e.g., re members' tasks that would best serve the larger goals of the team)
	Choose approaches that encourage a team to act as a unit and reach agreement when discussing specific issu
	Identify actions that would help manage differences of opinion among team members, moving the team toward i individual diversity

Armed Services Vocational Aptitude Battery - Subject and Test	WRITING
	Level 1
Paragraph Conversion (PC)	Write messages in English but a large number of major grammatical, punctuation, spelling, and/or other mecha very unclear and inconsistent with standard business English
Measures ability to obtain information from written passages.	**Level 2**
	Write messages that are generally understandable but many errors in grammar, punctuation, and/or sentence s messages somewhat difficult
	Level 3
	Write clear messages which include some incomplete sentences and/or errors in grammar and punctuation
	Level 4
	Write messages that are clear and generally consistent with standard business English
	Level 5
	Write messages that are clear and highly consistent with standard business English
	Compliments of Worldwide Interactive Network, Inc. WIN